

# Trustees' Annual Report

For the period

From (start date)

0 1 0 4 2 1

to (end date)

3 1 0 3 2 2

## Section A

### Reference and administration details

Charity name

Woking District Scout Council

Registered charity number

3 0 8 2 5 8

Charity's principal address

C/o Fox Lodge

Horsell Park

Woking

Postcode

GU21 4LY

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Michael J Webb	Chairman	
2	Una V Sunderland	Treasurer	
3	Richard H Stevens	D C	
4	Kevin M Spencer	D D C	
5	Nicola C Evenden	Secretary	1/4/21 to 1/09/21
6	Brian L Pinto	D E S C	1/4/21 to 30/10/21
7	Roy Thompson	D E S C	6/12/21 to 31/3/22
8	Ian Colston	E S L	1/4/21 to 3/11/21
9	Kath Brown	G S L	
10	Peter J White	Appointments S/C	
11	Andrew Carapiet	SASU Co-ord.	
12	Richard Mackie	Birchmere S/C Chair.	
13	Tracey Gates	Resource Centre Mgr.	
14	Steve Valiant	Campsite Warden	
15	Caroline Lee	Network Commissioner	
16	Simon Lee	Network Commissioner	
17	Ed Phillips	D Y C	
18	Beth Williamson	D D Y C	
19	John W Brown	Mbr. Exec Committee	

## Section A

### Reference and administration details (continued)

Names and addresses of advisers

Type of advisor	Name	Address
Independent Examiner	Derek Williamson	Goddards Accountants, Molesey, KT8 2NA

**Section B**

**Structure, governance and management**

Description of the charity's trusts

Type of governing document

The District's governing documents are those of the The Scout Association. They consist of a Royal Charter, which in turn gives authority to the Bye Laws of the Association and The Policy, Organisation and Rules of The Scout Association.

How the charity is constituted

The District is a trust established under its rules which are common to all Scouts.

Trustee selection methods

The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

Additional governance issues

The District is managed by the District Executive Committee, the members of which are the 'Charity Trustees' of the Scout District which is an educational charity. As charity trustees they are responsible for complying with legislation applicable to charities. This includes registration as a charity, the keeping of proper accounts and for making returns to the Charity Commission as appropriate.

The Committee consists of 3 independent representatives, Chairman, Treasurer and Secretary, together with the District Commissioner, representatives of sub- committees, elected and nominated members.

This District Executive Committee exists to support the District Commissioner in meeting the responsibilities of the appointments and is responsible for:

- The maintenance of District property;
- The raising of funds and the administration of District finance;
- The insurance of persons, property and equipment;
- District public occasions;
- Assisting in the recruitment of leaders and other adult support;
- Appointing any sub committees that may be required;
- Appointing District Administrators and Advisors other than those who are elected.

**Risk and Internal Control**

The District Executive Committee has identified the major risks to which they believe the District is exposed. These have been reviewed and systems have been established to mitigate against them. The main areas of concern that have been identified are:

Damage to buildings, property and equipment. The District would request the use of buildings, property and equipment from neighbouring organisations such as the church, community centre and local Scout Groups. Similar reciprocal arrangements exist with these organisations. The District has sufficient buildings and contents insurance in place to mitigate against permanent loss.

Injury to leaders, helpers, supporters and members. The District through the capitation fees contributes to the Scout Associations national accident insurance policy. Risk Assessments are undertaken before all activities.

Reduced income from fund raising. The District is primarily reliant upon income from subscriptions and fundraising. The District does hold a reserve to ensure the continuity of activities should there be a major reduction in income. The Committee could raise the value of subscriptions to increase the income to the District on an ongoing basis, either temporarily or permanently.

Reduction or loss of leaders. The District is totally reliant upon volunteers to run and administer the activities of the District. If there was a reduction in the number of leaders to an unacceptable level in a particular section or the District as a whole then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the District.

Reduction or loss of members. The District provides activities for all young people aged 6 to 25. If there was a reduction in membership in a particular section or the District as whole then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the District.

The District has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, including 2 signatories being required for all payments and comprehensive insurance policies to ensure that insurable risks are covered.

**Section C****Objectives and activities**

Summary of the objects of the charity set out in its governing document

The objectives of the District are as a unit of the Scout Association.

The Aim of The Scout Association is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potentials, as individuals, as responsible citizens and as members of their local national and international communities. The method of achieving the Aim of the Association is by providing an enjoyable and attractive scheme of progressive training, based on the Scout Promise and Law and guided by adult leadership.

Summary of the subscriptions policy in relation to these objects

Subscriptions are charged for membership to cover the immediate running costs of the District and do not unduly restrict membership. The District follows the principle that no one should be excluded because of their inability to pay membership subscriptions.

Summary of the public benefit

Two key principles demonstrate that Scouting's aims are for the public benefit are that through the Scout method young people develop towards their full potential and that there is a clear link between the benefits for young people and the purpose of Scouting. The safety of young people is taken very seriously and the benefits Scouting Activities provide far outweigh the risks. Any private benefits from Scouting are incidental, other than to those as a beneficiary.

**Section D****Achievements and performance**

Summary of the main achievements of the charity during the year.  
Future Plans for Events and Capital Projects

Please see the detailed reports at the front of the document for the main achievements and activities during the year. Looking forward, we plan to continue to run a wide variety of District events for the benefit of the youngsters in the various sections and we have a continuing need to build up funds to help deserving Scouts and Explorer Scouts attend the World Jamborees held every four years. We were unable to run Handicamp this year due to restrictions but dependent on the availability of grants to supplement our own funds we hope to continue to run Handicamp (where Scouts camp with and assist disabled and/or handicapped youngsters). At the Birchmere campsite the adult toilet block is now fully operational and in the future a structure to provide weather cover beside the Lodge and Retreat is planned. There is an ongoing programme to repair or replace District equipment as it wears out.

**Section E****Financial Review**

Brief statement of the charity's policy on reserves

**Reserves Policy and Future Plans**

The District's policy on reserves is to hold sufficient resources in their General Reserve to continue the charitable activities of the District should income and fundraising activities fall short. The Executive Committee considers that the District should hold in the General and Repairs/Replacements Reserves a sum equivalent to 6 months running costs, circa £30,000.

The District held £87,139 in these reserves of which £30,000 is held, in line with the District policy, to cover 6 months running costs and to have sufficient funds to cover unexpected costs.

Further financial review details

**Investment Policy**

The District does not have sufficient funds to invest in longer term investments such as stocks and shares. The District has therefore adopted a low risk strategy to the investment of its funds. All funds are held in cash using only the Charities Aid Foundation Bank, Ltd., the Co-operative Bank, the Nationwide Building Society and the Charity Organisations Investment Fund (COIF).

The District Executive regularly monitors the levels of bank balances and the interest rates received to ensure the group obtains maximum value and income from its banking arrangements. Occasionally this may involve using an account that requires a period of notice before funds may be withdrawn; before doing so the District Executive considers the cash flow requirements.

**Section F****Declaration**

The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Michael J Webb

Una V Sunderland

Position (eg Secretary, Chair)

Chairman

Treasurer

Date

24th May 2022

INCOMING RESOURCES	2021/22 Funds			2020/21 Funds	NOTES For 21/22
	£ Restricted	£ Unrestricted	£ Total	£ Total	
<b>Donations, legacies and similar income</b>					
Member subscriptions (Groups' capitation)		62,594.00	62,594.00	57,650.25	
Member subscriptions (Explorer's capitation)		5,233.25	5,233.25	4,281.75	1
Less: Membership subscriptions paid to SCSC		51,318.75	51,318.75	46,900.00	
Capitation prompt payment refund from SCSC		536.00	536.00	598.50	
Net capitation subscriptions retained		17,044.50	17,044.50	15,630.50	1
Other subscriptions & Fees - Explorers & Young Leaders		8,354.25	8,354.25	6,743.25	1
Donations - General		0.00	0.00	0.00	
Donations - Restricted - Birchmere	1,000.00		1,000.00	2,000.00	2
Loan Repayments, Insurance Claims & Miscellaneous		541.80	541.80	512.30	
Gift Aid		3,664.73	3,664.73	5,733.58	11
Scout Active Support Unit		497.63	497.63	450.00	
<b>Sub total</b>	<b>1,000.00</b>	<b>30,102.91</b>	<b>31,102.91</b>	<b>31,069.63</b>	
<b>Grants</b>					
Maintenance grants - Birchmere	24,167.00		24,167.00	21,143.00	2
Grants - Handicamp	0.00		0.00	0.00	2
Other grants		12,067.00	12,067.00	20,240.93	
<b>Sub total</b>	<b>24,167.00</b>	<b>12,067.00</b>	<b>36,234.00</b>	<b>41,383.93</b>	
<b>Fundraising &amp; Activities (gross)</b>					
Activities (excluding Explorer subscriptions)		28,918.78	28,918.78	10,456.38	
Jamboree		0.00	0.00	0.00	
Birchmere campsites fees		3,517.39	3,517.39	552.80	
DHQ Hire fees		1,486.00	1,486.00	850.12	3
Badge sales		8,644.74	8,644.74	4,371.91	
Resource Centre sales		17,970.80	17,970.80	3,545.60	
Adult training fees		170.00	170.00	0.00	
Handicamp - fees		0.00	0.00	0.00	
<b>Sub total</b>	<b>0.00</b>	<b>60,707.71</b>	<b>60,707.71</b>	<b>19,776.81</b>	
<b>Investment income</b>					
Bank interest		9.64	9.64	46.87	
Investments interest		230.04	230.04	357.49	
<b>Sub total</b>		<b>239.68</b>	<b>239.68</b>	<b>404.36</b>	
<b>Total Gross Income</b>	<b>25,167.00</b>	<b>103,117.30</b>	<b>128,284.30</b>	<b>92,634.73</b>	
<b>RESOURCES EXPENDED</b>					
<b>Charitable Payments</b>					
Youth programme and activities		32,748.71	32,748.71	43,692.00	4
Adult support and training		275.59	275.59	22.80	4
District HQ		3,920.03	3,920.03	1,591.52	3
Birchmere campsites	24,167.00	13,826.42	37,993.42	23,355.92	4
Insurances and miscellaneous payments		4,645.54	4,645.54	2,702.46	
Materials and equipment (Incl. Handicamp purchases)		3,254.21	3,254.21	358.98	
Scout Active Support Unit		658.89	658.89	0.00	4
Handicamp (excl. eqpt. purchases)	0.00		0.00	0.00	2
Jamboree		3,500.00	3,500.00	0.00	5
<b>Sub total</b>	<b>24,167.00</b>	<b>62,829.39</b>	<b>86,996.39</b>	<b>71,723.68</b>	
<b>Governance</b>					
District Exec admin expenses		0.00	0.00	0.00	
Annual General Meeting		607.00	607.00	34.85	
<b>Sub total</b>	<b>0</b>	<b>607.00</b>	<b>607.00</b>	<b>34.85</b>	
<b>Fundraising expenses</b>					
Resource Centre purchases		13,005.57	13,005.57	3,870.71	
Badge purchases		8,958.81	8,958.81	2,908.53	
<b>Sub total</b>	<b>0</b>	<b>21,964.38</b>	<b>21,964.38</b>	<b>6,779.24</b>	
<b>Total Gross Expenditure</b>	<b>24,167.00</b>	<b>85,400.77</b>	<b>109,567.77</b>	<b>78,537.77</b>	

RESOURCES SUMMARY	2021/22 Funds			2020/21 Funds	
	£	£	£	£	
	Restricted	Unrestricted	Total	Total	
Total Gross Income	25,167.00	103,117.30	128,284.30	92,634.73	
Total Gross Expenditure	24,167.00	85,400.77	109,567.77	78,537.77	
Net of receipts/(payments)	1,000.00	17,716.53	18,716.53	14,096.96	
Cash funds b/fwd from previous year	41,106.72	151,129.18	192,235.90	178,138.94	
Cash funds c/fwd at last posting	42,106.72	168,845.71	210,952.43	192,235.90	6
<b>CASH RESERVES at 31st March 2022</b>					
Sections (including their cash floats)		77,795.83	77,795.83	69,770.88	
Birchmere General		21,531.98	21,531.98	18,812.86	10
Birchmere Projects		-8,715.59	-8,715.59	-1,955.64	
Handicamp	17,200.94	0.00	17,200.94	17,200.94	
Jamboree		7,000.00	7,000.00	4,871.46	5
Repairs and Replacements		55,308.70	55,308.70	42,178.54	
District HQ - Service Charges		9,000.00	9,000.00	9,000.00	3
General Reserve		31,830.57	31,830.57	32,356.86	
TOTAL	17,200.94	193,751.49	210,952.43	192,235.90	6
<b>STATEMENT OF ASSETS AND LIABILITIES</b>			<b>Last posting</b>		
			£		
<b>Monetary Assets</b>					
CAF Bank Ltd Cash plus Gold accounts			49,117.76	39,960.89	
CAF Bank Ltd Birchmere account			33,179.15	37,540.48	
Co-operative Bank account			25,133.42	14,299.88	
Handicamp current account (Barclays)			2,571.00	2,571.00	
Handicamp deposit account (Barclays)			15,076.68	15,075.16	
Loyds WSTSC current account			3,172.11	266.18	
COIF Deposit Account			4,732.41	4,730.38	
Virgin Money account			-0.10	-0.10	
Nationwide 1 Year bond			31,723.47	31,596.47	
Nationwide 35 Day Saver			45,101.26	45,000.25	
Cash/Floats			1,145.27	1,195.31	
<b>Total cash funds</b>			<b>210,952.43</b>	<b>192,235.90</b>	<b>6</b>
<b>Other and Non Monetary Assets</b>					
Badge stock			2,756.33	1,923.46	7
Shop stock			12,222.99	10,401.62	7
Land and buildings			89,671.37	73,337.27	8
Scouting equipment, furniture etc			14,102.60	12,749.98	9
<b>Total: Other and Non Monetary Assets</b>			<b>115,996.96</b>	<b>96,488.87</b>	
<b>Liabilities</b>					
Badge floats (net owed to Groups)			1,745.76	1,251.19	
Service charges for District HQ			18,000.00	18,000.00	3
<b>Total Liabilities</b>			<b>19,745.76</b>	<b>19,251.19</b>	
<b>NET TOTAL - Assets less liabilities</b>			<b>307,203.63</b>	<b>269,473.58</b>	

These accounts and financial statements were approved by the Trustees on 24 May 2022 and signed on their behalf by:

Michael J Webb  
Chairman

Una Sunderland  
Treasurer

## WOKING DISTRICT SCOUT COUNCIL

### Notes to the Accounts for 2021 - 22.

- Note 1** Of the £17,044.50 of net capitation receipts retained £5,260 is designated specifically for Birchmere campsite expenses and will be credited to the Birchmere General reserve in 2022/23. The capitation charge of £5,233.25 for the Explorer Scouts was paid from the subscriptions and fees (plus Gift Aid) collected from them with the balance from Explorer activities. A payment of £536 re the prompt payment discount owed to us for the previous year was received in May 21.
- Note 2** We are grateful for the £1,000 donation to Birchmere and the Ratcliffe Trust Grant for the adult toilet/shower block. Guildford Borough Council awarded Birchmere an £8,000 Restart Grant and £2,667 Omicron Hospitality and Leisure Grant (OHLG). Woking Borough Council awarded Woking District Scouts DHQ an £8,000 Restart Grant, £1,400 Restart Top Up Grant, and £2,667 OHLG. There were no grants awarded to Handicamp in 2021/22. Due to the pandemic Handicamp did not take place in 2021.
- Note 3** We hire out the premises when not required for scouting meetings and activities. There was a net loss of -£2,434 due to reduced number of premises rentals. Under the terms of the lease an annual service charge is due to Woking Borough Council of up to a maximum of £3,000 per annum from 2012/13 and the cost of internal redecoration when necessary. No charge has yet been made but £9,000 has therefore been reserved for the potential liability.

- Note 4** The cash floats held at 31st March 2022 compared with the previous year are detailed below, together with details of the additional balances held by District for sections.

Section	Cash Floats		Section Balances	
	31/03/22	31/03/21	31/03/22	31/03/21
Beaver Scouts	0.00	0.00	1,592.10	1,507.13
Cub Scouts	0.00	0.00	8,026.83	7,375.31
Scouts	0.00	0.00	1,402.34	1,516.89
WSTSC	0.00	0.00	3,172.10	-367.86
Explorer Central	100.00	100.00	26,847.62	25,732.05
Alpex 2020	0.00	0.00	7,761.16	6,258.46
Challengers ESU	100.00	100.00	3,701.96	3,893.99
Martians ESU	100.00	100.00	4,784.98	4,060.93
Mavericks ESU	100.00	100.00	5,186.25	4,288.93
Wey Ahead ESU	100.00	100.00	4,246.63	3,827.54
Phoenix ESU	100.00	100.00	2,993.91	2,651.51
Young Leaders	100.00	100.00	3,411.98	3,488.63
Scout Network	0.00	0.00	0.00	-1,390.71
Scout Active Support Unit	262.69	51.73	792.28	1,194.50
Resource Centre	182.58	325.00	5,349.75	445.63
Birchmere campsite	0.00	0.00	21,531.98	18,812.86
<b>Totals</b>	<b>1,145.27</b>	<b>1,076.73</b>	<b>100,801.87</b>	<b>83,295.79</b>

The balance for Birchmere is before crediting £5,260 from Groups' capitation charges to the site.

- Note 5** We are continuing to set aside £3,500 per annum towards the costs of the World Jamboree 1-12 August 2023.
- Note 6** The Executive has decided that the total cash funds of £210,952.43 should be allocated to designated Reserves as detailed.
- Note 7** Stock is valued at the lower of purchase price or realisable value. The net income (receipts, including internal sales, less payments plus/minus changes in floats and stock value) received in 2021/22 was £6,664.6 from the Resource Centre (£570.91 in 2020/21) and a net profit £518.80 badges and badgemaker sales (£719.59 profit 2020/21). In addition, Groups received £162.49 dividends paid in 2021/22 in respect of 5% of the value of their previous year purchases from the Resource Centre (£533.25 in 2020/21).
- Note 8** The District owns the Birchmere campsite buildings (comprising the warden's hut, the toilet and adult toilet/shower blocks, Birch Lodge and The Retreat, and stores) but not the site, which is now leased from Surrey County Council. Birch Lodge and The Retreat were completed in 2017/18 and a new roof added in 2018/19. A toilet block was added in 2011/12. Work of a capital nature was conducted on the sewage in 2018/19. In 2020/21 work on the septic tank was completed, The adult toilet/shower block completed 2021/22. After charging depreciation at 10% per annum the residual value of the land and buildings at Birchmere is now estimated at £89,671.37.
- Note 9** The value of £14,102.60 is the net figure after allowing for new purchases of equipment and charging depreciation at 20% per annum. The equipment is insured, on a new for old basis, at a substantially higher figure. In 2021/22 Fist Response adult training equipment purchased for District.
- Note 10** £8,150 of Birchmere General is set aside for lease renewal.
- Note 11** Gift Aid of £2,414 is for Explorers, £500 for Birchmere and £750 for WSTSC.
- Note 12** WSTSC bank balance includes £2,500 to be carried over to 2022/23 from the £5,000 donation received for pistol and rifle purchases. A pistol and 2 rifles are to be purchased in 2022/23.

## Independent Examiner's Report to the Trustees of the

WOKING DISTRICT SCOUT COUNCIL

I report on the accounts of the Group/District/County/Area for the year ended 31st March 2022

which comprise the Statement of Financial Activities, the Balance Sheet and related notes set out on pages in the Annual Report.

This report is made solely to the trustees in accordance with Section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees for my examination work.

### Respective responsibilities of Trustees and Examiner

The Group's/District's trustees are responsible for the preparation of the accounts. They consider that an audit is not required for this year (under Section 144 of the Charities Act 2011 (the Charities Act)) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under Section 145 of the Charities Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under Section 145(5)(b) of the Charities Act); and
- To state whether particular matters have come to my attention.

### Basis of Independent Examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Group/District and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

### Independent Examiner's statement

In connection with my examination, no matter has come to my attention (other than that disclosed below \*):

1. which gives me reasonable cause to believe that in, any material respect, the requirements
  - to keep accounting records in accordance with Section 130 of the Charities Act ;and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply

Name: DANIEL WILLIAMSON

Qualification: PPA

Address: GODDARD'S ACCOUNTANTS

SPRIG HOUSE, 8 KILN STREET, WEST WORELEY, SALISBURY, WILT, WILT, WILT

Date: 11<sup>th</sup> MAY 2022